

Check list for applicants to double check documentation prior to applying

****SINGLE SIDED COPIES OF DOCUMENTS ONLY**

1. **NGB 34-1** must be complete with original signature
2. Photocopy of **AR 40-501 Chapter 2 OR Chapter 3 Physical** less than 2 years old **SEE BLOCK 16 DA 200**
 - Must have HIV less than 60 days old at time of application
 - Must have Drug test results completed with physical
 - Must have a **DD 5500-R/5501-R** attached if applicable
 - Pregnancy test must be less than 15 days old
3. **DA 7349-R** must accompany the physical if physical is more than 6 months old
4. **DA photograph** in Class A uniform (less than one year old)
5. Certified true copy of **DA 2-1** (certified by Record Custodian)
6. Copy of Current ASVAB Test Scores (Enlisted Only).
7. Active Duty and USAR soldiers must send a certified copy of ERB or ORB in lieu of DA 2-1.
8. Personnel Qualification Record (**PQR/2a, SIDPERS generated report**), ARNG Soldiers only
9. Copy of latest **AFPT for Record Scorecard, DA 705** (must be less than 12 months old)
10. **NGB 23, NGB 23b** (RPAS Statement - National Guard only), **DA 1506** (Statement of Service - Active Army and Army Reserves) or official document specifying time in service
11. Copy of **all DD214's / NGB 22's** showing all prior service in chronological order
12. **Current** Security Clearance verification memorandum from the State Personnel Security Manager verifying all information on DA Form 873 (Certificate of Clearance and/or Security Determination)

<u>Secret Clearance</u>	<u>Top Secret Clearance</u>
Not more than 10 years old	Not more than 5 years old

13. Enlarged legible copy of current civilian driver's license
14. Completed **DD 368 (Request for Conditional Release)** for all Army, Air Force, Navy and Marine Corps Reserve and Active Duty applications
15. DA 5006R Medical Record Authorization for disclosure of information
16. DA 7246 Exceptional family member program screening questionnaire
17. Single sided photocopy of last **5 NCOER's / OER's** , not applicable for 01/2LT (provide a letter of explanation if report(s) not available)
18. DD 2760 Qualification to possess a firearm.
19. National Agency Check (Completed by NGB-MD Recruiting Office)
20. Copies of College Transcript (Requirement for Officers)
21. Strongly suggest the following documentation be provided in application packet:
 - Copies of any DA 1059's showing completed military training